

CONSTITUTION OF TEWANTIN-NOOSA BOWLS CLUB INC

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	- Law 25 Amended
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**CONSTITUTION
OF
TEWANTIN-NOOSA BOWLS CLUB INC**

SECTION A - SCOPE OF CLUB OPERATIONS

1. NAME

The name of the incorporated club is Tewantin-Noosa Bowls Club Incorporated (hereinafter referred to as "the Club").

2. DEFINITIONS

- (a) "The Club" means the above mentioned Club.
- (b) "The Constitution" means the Constitution of the Club in force for the time being.
- (c) "Management Committee" or "Board of Management" means the members for the time being of the Management Committee of the Club as constituted in accordance with this Constitution and is the controlling body of the Club subject only to any direction of members at a General Meeting.
- (d) "Month" means calendar month.
- (e) "Year" means the financial year as stated in the constitution.
- (f) "The Seal" means the common seal of the Club.
- (g) "Chairman" means the Chairman of the Management Committee as hereinafter provided.
- (h) "DBA" means the District Bowls Association.
- (i) "Member" means any member of the Club.
- (j) Reference to any gender includes the opposite gender unless the context indicates otherwise.
- (k) "Singular" indicates plural unless the context indicates otherwise.
- (l) "Act" means one or other of the:
 - 1. Association Incorporated Act 1981 as amended.
 - 2. The Anti Discrimination Act 1991.
 - 3. The Liquor Act 1992.
 - 4. The Gaming Machine Act 1992.
- (m) Secretary means Club Secretary
- (n) In writing or written: includes printing lithography and/or other modes of reproducing or representing words in a visible form.

3. OBJECTS OF THE CLUB

The objects of the Club are:

- (a) To advance and promote the Game of Bowls.
- (b) To provide the best possible standard of facilities for members for the social and competitive playing of the Game of Bowls in accordance with the Laws of the Game prescribed by the World Bowls Board and the By-Laws of Bowls Australia.
- (c) To provide, develop and promote such activities as from time to time are deemed appropriate to provide good fellowship between members of the Club.
- (d) To promote and enhance the game of bowls in the local community.
- (e) The Board of Management will ensure in its direction of the Club's affairs that bowls will be maintained as the primary activity of the club.

4. POWERS

The powers of the Club are:-

- (a) To control the funds and other assets and the liabilities of the Tewantin-Noosa Bowls Club Inc.
- (b) To subscribe to, become a member of and co-operate with any other association, Club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of Rule 39 (d);
- (c) In furtherance of the objects of the Club to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Club or persons frequenting the Club's premises.
- (d) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with any of the objects of the Club; Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts;

- (e) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Club;
- (g) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated Club, or in or about the incorporated Club or promotion of the incorporated Club or in the furtherance of its objects;
- (h) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (i) To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit;
- (j) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (k) In furtherance of the objects of the Club to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (l) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Club's property or assets present

- or future and to purchase, redeem or pay-off any such securities;
- (m) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
 - (n) In furtherance of the objects of the Club to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club;
 - (o) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to the Club from purchasers and others;
 - (p) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in Sub-Rule (d);
 - (q) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise;
 - (r) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects;
 - (s) In furtherance of the objects of the Club to amalgamate with any one or more incorporated clubs having objects altogether or in part similar to those of the Club and which shall prohibit the distribution of its or their income and property among it or their members to an extent at least as great as that imposed upon the Association under or by virtue of Rule 39(d);
 - (t) In furtherance of the objects of the Club to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Club is authorised to amalgamate;
 - (u) In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club is authorised to amalgamate;
 - (v) To make donations for patriotic, charitable or community purposes;
 - (w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

- (x) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club.

5. ALL ACTIVITIES TO BE LAWFUL

The Club shall comply with all lawful requirements of the Local, State and Commonwealth Governments, and Authorities having any jurisdiction over any activity of the Club.

SECTION B - MEMBERSHIP OF THE CLUB

6. MEMBERSHIP

Membership of the Club shall comprise Full Members, Privileged Members, Life Members, Junior Members, Honorary Members, Temporary Members, Associate Members and Social Members each of whom shall be bound by this Constitution and By-Laws as duly amended from time to time. The membership of the Club may be limited, either generally, or as to a particular class, or classes, as the Management Committee may, from time to time, determine.

7. ELIGIBILITY FOR MEMBERSHIP

To qualify for Full Membership, a person must be:-

- (a) Not less than eighteen (18) years of age (other than Junior Members as provided for in this Constitution).
- (b) Interested in the Game of Bowls.
- (c) Prepared to support and promote the welfare of the Club and the Game of Bowls.
- (d) Free of indebtedness to any bowls club, any District Association or any State Bowls Authority, and not under an order or notice of suspension from any bowls club or Bowls Association.
- (e) Of good repute and character and compatible with other members.

8. CLASSES OF MEMBERSHIP

(a) Full Members

An Full Member is a member whose application for membership of the Club has been approved by the Management Committee and has paid all the prescribed fees; such member must either actively participate in the game of bowls or have been a playing member of this club and be now no longer capable of playing bowls. They are entitled to all the privileges of the Club and entitled to exercise all the rights to

vote at all General Meetings, to hold office and to nominate members at any election of office bearers.

(b) Life Members

Those members so honoured and appointed under the following terms:

Upon the receipt of a submission from two (2) Full or Privileged Members, the Management Committee may recommend that a member be elected a Life Member of the Club in honour of special services rendered by him or her to the Club. Such election shall be by a special resolution of a three quarters (3 in 4) majority of the members present and entitled to vote at any Annual General Meeting of the Club of which proper notice of such resolution has been given by the Management Committee. Life Members shall be free to enjoy all club privileges and exercise all rights, and shall be relieved of all financial obligations for annual Club Members Fees, and annual Bowls Capitation fees.

(c) Junior Members

A junior bowler under the age of eighteen (18) years may become a Junior Member upon such terms and conditions and upon the payment of such fees as the Management Committee shall determine from time to time. They shall not be entitled to vote nor be nominated for office nor nominate members for office nor to nominate other persons to membership of the Club. They shall be entitled to play bowls in any Club competition according to the conditions laid down for the playing of the event. They shall not be allowed under any circumstances to be served, to obtain or to consume liquor from or on Club premises, or engage in any form of gambling on the premises.

(d) Honorary Members

The Club may, at any General Meeting, elect as an Honorary Member, any person who has rendered service, benefit or esteem to the Club.

Honorary Members shall be entitled to the social privileges of the Club, but shall not be entitled to hold any office in the Club nor take part in, nor vote at meetings of the Club, nor to nominate applicants for membership of the Club, and shall be exempt from the payment of membership subscriptions, fees, and levies to the Club. Honorary Membership shall be renewed on an annual basis.

(e) Temporary Members

(i) The Management Committee may admit as a Temporary Member any person who does not normally reside within the district where the Club is established, provided always that such person is a Full subscribing and financial member of a

Bowls Club and the period shall not exceed a three months period, but shall be subject to renewal at the discretion of the Management Committee. Temporary Members shall be entitled to the privileges of membership, except they shall not be entitled to hold any office in the Club, nor be entitled to nominate members for election to any position in the Club, nor take part in, nor vote at meetings of the Club and neither shall they be entitled to participate in any game other than a social game of the Club. A Temporary Member shall be charged such membership fees as may be decided by the Management Committee from time to time.

(ii) The Management Committee may admit as a Temporary Social Member any person who is visiting or temporarily residing in the district.

These members will enjoy the same privileges as Social Members and shall pay fees as set by the Management Committee from time to time.

(f) Associate Members

The Management Committee may elect any qualified person as an Associate Member of the Club for such period or periods and charge such membership fees as the Management Committee shall determine. Associate Members shall not be entitled to hold any office of the Club nor to take part in nor vote at meetings nor to nominate persons for membership nor to take part in any Inter-Club matches and Club Championships. Associate Members may participate in social play provided space is available. The special qualifications for election as an Associate Member shall be as follows:

(i) Has been a playing member of this Club and is no longer active, or

(ii) Is an Ordinary/Full Member of another Bowls Club.

(g) Social Members

The Management Committee may elect any person as a Social Member of the Club and charge such membership fees as it shall determine from time to time.

Social Members shall be entitled to the social privileges of membership except they shall not be entitled to hold any office of the Club nor be entitled to nominate members for election to any position in the Club, nor take part in or vote at meetings of the Club, nor to nominate persons for membership of the Club, nor shall they be permitted to engage in the Game of Bowls within the Club unless invited on a special occasion such as a Bowls Promotion. Application for Social Membership shall be as prescribed in Rule 9(a) for Full Members.

- (h) Privileged Members
Any financial Full Member who attains the age of ninety (90) years shall automatically become a Privileged Member. Such member shall be free to enjoy Club privileges and exercise all rights but shall not be relieved of any financial obligations other than annual members' fees.

9. ADMISSION TO MEMBERSHIP

- (a) Proposals for membership of the Club other than for Life, Honorary and Temporary Members must be made in writing on a form prescribed by the Management Committee and shall bear the name and signature of the proposer and seconder as well as the nominee's signature, date, full name and address and date of birth and be accompanied by an entrance fee (which amount shall be refunded if the proposal is rejected).
- (b) Particulars of all proposals for Full Membership of the Club shall upon receipt of the same, be entered in the order in which proposals are received by the Secretary of the Club, in a book (hereinafter referred to as the "proposed members register") to be kept by the Secretary, every such entry setting forth the full name, address of the person proposed, the time and date of the receipt by the Secretary of the proposal, and in relation to any and every vacancy howsoever arising in the membership of the Club, every proposal shall be dealt with and determined in the order of priority in which it is recorded.
- (c) These particulars of proposed members of the Club shall be displayed on the Club's notice board for at least seven (7) days before their election and an interval of not less than fourteen (14) days shall elapse between the proposal and election of such members. If no objection by a member or members is lodged in writing with the Chairman or Secretary of the Club within that period, all proposals for membership of the Club shall be dealt with and determined by the Board of Management at a meeting or meetings duly convened.
- (d) A person whose application for Full Membership is rejected by the Management Committee may within one month of receiving written notification thereof lodge with the Secretary written notice of his or her intention to appeal against the decisions of the Management Committee.
- (e) If any objection by an applicant is lodged or notification of intention to appeal the Board of Management's decision is lodged, a Special General Meeting shall be called at a time to be determined by the Board of Management, at the Board of Management Meeting following receipt of the objection, unless the applicant has previously withdrawn. A ballot shall be

conducted at such meeting. One adverse vote in every eight votes cast shall exclude the applicant from membership. If there is more than one applicant to be balloted for, each shall be balloted for separately. A record in a members admission book shall be kept by the Secretary of the Club, of the time and date of the holding of every such meeting of the Board of Management or Special General Meeting of the members of the Club, the names of the members present and entitled to vote on the question of admission of each and every person proposed as a member of such meetings, and the names of the persons proposed and whether they are accepted as members or not.

- (f) Any applicant who has been rejected by the Board of Management or by ballot at a Special General Meeting of members of the Club shall not be proposed for membership during the following twelve (12) months unless it shall appear to the satisfaction of the Board of Management that an injustice has been done.
- (g) If it is deemed necessary for any enquiries to be made regarding a person proposed, the method of determining such proposal in accordance with paragraph (b) hereof may be varied so as to allow a postponement of no longer than three months and other such proposals may be dealt with and determined during that period, but only if:-
 - (1) the vacancy in respect of which the postponed proposal is required to be dealt with and determined is kept open during the period of postponement; and
 - (2) the postponed proposal is dealt with and determined forthwith upon the expiration of the period of postponement thereof and in priority to any and every proposal evidenced by the proposed members register as being of later date.
- (h) A person shall not be allowed to become or remain a member of the Club unless he or she possesses the qualifications defined in these rules, and subject to the conditions and provisions prescribed herein.

10. RESIGNATION FROM MEMBERSHIP

- (a) Member May Resign

A member may resign from the Club at any time but it shall not be valid unless it has been received in writing by the Secretary. Such resignation shall take effect from the date of such notice being received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

A request for a clearance shall not be taken as a resignation.

(b) Responsibility for Outstanding Monies

Resignation from the Club shall not relieve any person from the payment of any subscriptions, or other monies due or payable by that person at the time of the resignation or termination of membership.

The resignation of any member shall involve the automatic forfeiture of all rights and privileges in respect to all club matters and property.

Any member who resigns after the commencement of the new financial year shall be liable for the current year's membership fees, as well as any other monies owed to the Club by that member.

11. CONDUCT OF MEMBERS

Members and visitors shall, at all times, maintain a proper discipline and decorum, and shall not conduct illegal gambling, betting on games, speak obscene or abusive language or indulge in unseemly conduct. No political or religious subject shall be discussed on Club premises. Any alleged infringement of this Rule, on report in writing to the Management Committee shall be investigated by the Management Committee, which shall have power to demand and direct apologies, and, if necessary, if the offending person be a member, to deal with that person under the provisions of Rule 12 or if that person be a member of another Club to report that person's conduct to such club, to the DBA, Bowls Queensland or relevant State Authority. If the person be a visitor, who is not a member of a bowls club, the Senior Officer present at the time shall have authority to have that person removed from the Club premises. In the case of a Junior Member being called before the Management Committee on a charge or complaint such member shall be accompanied by a Parent/Guardian.

Any infringement of this provision and any complaints or protests lodged by a member or members of the Club in respect of any member or members of the Club shall be in writing to the Secretary and shall be dealt with in the first place by the Management Committee who may, if deemed necessary, call a Special General Meeting. The member or members in respect of whom such complaints or protests have been lodged shall be entitled to attend the Management Committee meeting personally to state their case(s). Such person or persons shall not be entitled to be represented by a Solicitor, Barrister or other agent.

12. SUSPENSION OR TERMINATION OF MEMBERSHIP

- (a) The Board of Management may remove from the list of members, the name of any person whose subscription is six (6) months in arrears. Any such person so removed from membership who desire re-admission shall tender payment of all arrears not exceeding twelve months subscription and apply in accordance with Rule 7. Payment of an entrance fee may be waived at the discretion of the Management Committee.
- (b) The Management Committee shall have the power to reprimand, suspend or expel any member who, on the Club premises or elsewhere is, in the opinion of the Board of Management, guilty of conduct derogatory to the character of a gentleman or lady or prejudicial to the interests of the Club.
 - (1) First offence minimum written caution.
 - (2) Second offence six months cancellation of membership.
 - (3) Third offence 12 months cancellation of membership.
 - (4) Assault, theft or wilful damage to Club property cancellation of membership
- (c) A member shall not be dealt with by the Board of Management under this provision except upon a charge or complaint made in writing to the Secretary. Such charge or complaint shall set out the conduct which is the subject matter of the charge or complaint and bear the signature of the complainant. Any member so charged shall be notified in writing by the Secretary of the nature of the complaint and the member charged shall be given the right of answering the charge by appearing before the Board of Management and of calling evidence and of questioning witnesses but a member shall not be entitled to be represented by a solicitor, barrister or agent.
- (d) Any person so reprimanded, suspended or expelled shall have the right of appeal within ten days of receipt of written notice of reprimand, suspension or expulsion to a Special General Meeting. Such written notice shall inform such person of his or her right of appeal under this Rule. Such appeal under this Rule shall be in writing, signed by the appellant. Upon receipt by the Secretary of the appeal, a Special General Meeting shall be called by the Secretary in accordance with Rule 14b and the appellant shall be entitled to all Club privileges until such appeal is determined. Such appeal shall be deemed lost unless upheld by a two thirds majority of those members present and entitled to vote at the meeting. The appellant shall not be entitled to be represented by solicitor or barrister or other agent. Forthwith after the expiration of the said ten

days, if the person suspended or expelled has failed to appeal or if his appeal has failed forthwith after the Special General Meeting, the person concerned shall lose all rights and privileges of the Club during the period of his suspension or expulsion and the Secretary shall certify, in writing, to the Club's DBA the name of the member (if an Full, Life or Junior Member) suspended/expelled and the period of suspension.

- (e) Any person, whether he or she is a member of this Club or not, who is a member of another Bowls Club affiliated with the Bowls Queensland or other State Authority who is removed from the list of members of such other club or expelled by order of such other club as a result of his or her failure to pay monies to that club, shall be denied the privileges of membership of this Club and shall not be permitted to enter the premises of this Club during the period of his or her suspension, expulsion or removal.
- (f) Notices or letters sent by registered mail to the last address recorded in the Club's register of members shall be deemed to be good and sufficient notification to the member of the matters set out therein.

13. REGISTER OF MEMBERS

The Management Committee shall cause a register to be kept in which shall be entered the name, residential address and date of birth of each person admitted to membership of the Club and the date of admission.

Particulars shall also be entered into the Register of all Deaths, Resignations, Terminations and Reinstatements of membership and any further particulars as the Board of Management or the members at any General Meeting may require from time to time. The Register shall be open for inspection at all reasonable times by any member who has previously applied to the Secretary for such inspection.

SECTION C - GOVERNMENT OF THE CLUB

14. GENERAL MEETINGS

(a) Annual General Meeting

The Annual General Meeting of the Club shall be held within four (4) months from the end of the financial year on a date to be fixed by the Board of Management.

The meeting shall be called by giving not less than fourteen (14) days' notice in a circular to be posted, delivered or sent by electronic mail to each Full, Privileged and Life Member prior to the date of such Annual General Meeting.

Notices of Motion to be submitted twenty-eight (28) days prior to the date of the Annual General Meeting.

The business of the Annual General Meeting shall include:-

- (1) Reading the notice convening the meeting.
- (2) Confirmation of the Minutes of the previous Annual General Meeting and/or Special General Meeting/s.
- (3) Consideration and adoption of the Annual Report.
- (4) Presentation of the Balance Sheet and Financial Statements and consideration and adoption thereof.
- (5) Appointment of Auditor/s and Solicitor.
- (6) Election or appointment of Internal Auditor.
- (7) Consideration of Notices of Motion.
- (8) Approving of any honoraria in accordance with Rule 38.
- (9) To transact any general business that may be brought forward in accordance with the Rules of the Club.
- (10) Election of Management Committee.

(b) Special General Meetings

The Secretary shall convene a Special General Meeting -

- (1) When directed to do so by the Management Committee,
or
- (2) On the requisition in writing signed by a simple majority of the members presently on the Board of Management,
or
- (3) On the requisition in writing by Full, Privileged and Life Members being in number not less than ten percent (10%) of financial Full Members at the time
or,
- (4) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to suspend or terminate the membership of any person.
Notices requesting a Special General Meeting shall clearly state the reason why such Special General Meeting is being convened and the nature of the business to be transacted thereat.
A Special General Meeting shall only consider the matter/s for which notice has been given to members.

15 NOTICES FOR GENERAL MEETINGS

The Secretary shall convene all General Meetings of the Club (other than the AGM) by giving notice of such meeting to the members of the club in the same manner described at Law 14. (a). Notice of General Meeting shall clearly state the nature of business to be discussed thereat.

16. QUORUMS FOR GENERAL MEETINGS

At any General Meeting, the number of members required to constitute a quorum shall be not less than ten percent (10%) of financial Full Members at that time.

No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.

If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, or the Club, shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day, and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for twenty-eight (28) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment, or of the business to be transacted at an adjourned meeting.

17. CONDUCT OF GENERAL MEETINGS

Unless otherwise provided by this Constitution, or the By-Laws, at every General Meeting -

(a) The Chairman

The Chairman shall preside, or if there is no Chairman or the Chairman is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Deputy Chairman shall preside, or if the Deputy Chairman is not present or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting.

The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.

(b) Voting

Every question, matter, or resolution shall be decided, by a majority vote of the members present and entitled to vote. Every financial member present shall be entitled to one vote,

and in the case of equality of voting, the status quo shall be maintained provided always that the Chairman may if he/she wishes make a casting or second vote.

A secret ballot to resolve any matter will be conducted when requested by twenty percent or more of the members present.

The contested election of members of the Management Committee shall be by secret ballot, in accordance with the By-Laws.

18. SPECIAL RESOLUTIONS

Election of Life Members, Suspension and/or Termination of Membership, Alterations to this Constitution, removal of a member of Board of Management and such other matters that members may by simple majority resolve at a General Meeting to be "Special Resolutions", shall be resolved by the affirmative vote of at least three-quarters of the members present at the meeting and entitled to vote.

Election of Life Members, suspension/termination of membership and removal of a member of the Board, shall be resolved by secret ballot.

19. SPECIAL LEVIES

The Club may, at any time, strike a Special Levy on all members by a Special Resolution at a General Meeting of the Club. A notice advising that the levy has been struck, and the amount thereof, shall be advised, in writing, to each member within seven (7) days following the meeting.

If a member fails to pay the levy within twenty-eight (28) days of the date of the letter of advice, the member shall be deemed to be unfinancial and shall thereafter be deprived of all privileges of membership of the Club.

20. THE AUDITOR

An Auditor, who shall be qualified as required by the Associations Incorporation Act, 1981 (as amended) shall be appointed to audit the accounts, and prepare reports for submission to the next Annual General Meeting. The Auditor shall, when required by the Board of Management, conduct special audits and investigations. The Auditor shall, at all times, have access to the books of account, vouchers, and relevant records of the Club, and shall have the right to obtain explanations relative to the finance and affairs of the Club, and the accounts from any person holding office or employment in the Club.

21. INTERNAL AUDITOR

An Internal Auditor as described in the club's By-Laws shall be elected or appointed by the members.

22. THE COMMON SEAL

The Management Committee shall provide for a Common Seal, and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee, and every instrument to which the seal is affixed shall be signed by the Secretary and any two (2) of the Chairman, the Deputy Chairman or Treasurer.

23. ALTERATIONS TO THIS CONSTITUTION

Subject to the provisions of the Associations Incorporation Act 1981, this Constitution may be amended, rescinded, or added to from time to time by a Special Resolution carried at a General Meeting, provided that no such amendment, rescission, or addition shall be valid unless the same shall have been submitted and approved by the chief executive of the department administering the Associations Incorporation Act 1981 (as amended).

24. DISTRIBUTION OF SURPLUS ASSETS

If the Club be wound up in accordance with the provisions of the Associations Incorporation Act 1981 (as amended) and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Club but shall be given or transferred to some other institution having objects similar to the objects of the Club, and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club under or by virtue of Rule 39(d), such institution to be determined by the members of the Club, provided the institution to which the property of the Club is transferred, is an institution approved by the Commissioner of Taxation as an institution referred to in Section 23 of the Income Tax Assessment Act, 1936 (as amended).

SECTION D - MANAGEMENT OF THE CLUB

25. THE MANAGEMENT COMMITTEE

The management and business of the Club shall be vested in a Management Committee comprising the following:-

Chairman, Deputy Chairman, Treasurer, Property/ House Director, Public Relations and Promotions Officer, Bowls Director, Membership Director, and Club Secretary.

No employee or servant of the Club shall be eligible to be a member of the Board of Management.

All offices shall be honorary and elective. Every financial Full Member, Privileged Member and Life Member (other than an employee) of the Club shall be eligible to hold any office.

26. MANAGEMENT COMMITTEE TO BE ELECTED ANNUALLY

Save as otherwise provided in this Constitution, and subject thereto, each member shall be elected at the Annual General Meeting of the Club and shall hold office from the conclusion of the election at which they were elected until the conclusion of the election held at the next ensuing Annual General Meeting of the Club, but shall, upon nomination, be eligible for re-election. A contested election for any position shall be resolved by ballot in accordance with the By-Laws.

27. ELECTION OF THE MANAGEMENT COMMITTEE

At the Annual General Meeting all members shall retire from office. The election of members shall take place in the following manner:-

- (a) Any two financial Full, Privileged or Life Members of the Club shall be at liberty to nominate members to serve as a member of the Management Committee.
- (b) No candidate is eligible for election as a member of the Management Committee unless they, their proposer and seconder are financial from the date of nomination to the date of election inclusive.
- (c) The nomination, which shall be in writing and signed by the candidate, the proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place. A resume of each candidate, stating any appropriate experience and training shall be included on the nomination form.
- (d) A list of candidates' names, with the proposers' and seconders' names, shall be posted in a conspicuous place on the notice board upon receipt but not earlier than twenty-eight (28) days and not later than fourteen (14) days prior to the Annual General Meeting.
- (e) Balloting lists shall be prepared (if necessary) containing the names of candidates and each financial member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.

- (f) Should there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

28. VACANCIES ON THE MANAGEMENT COMMITTEE

(a) A member may Resign

Any member of the Board of Management may resign from the membership of the Board of Management at any time by giving thirty (30) days' notice in writing to the Secretary.

(b) Removal of a Member

A member may be removed from office by a three-quarters majority of members present and entitled to vote at a Special General Meeting of the Club. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making such representations to the meeting as thought fit but shall not be entitled to be represented by a Solicitor, Barrister or other agent. There shall be no further right of appeal.

(c) Management Committee to Fill Vacancies

The Management Committee shall have power at any time to appoint any suitably experienced member to fill any casual vacancy on the Management Committee until the next Annual General Meeting provided that a notice of the casual vacancy has been displayed on the club's notice board for fourteen (14) days requesting volunteers to be considered for the position. The continuing members may act notwithstanding any casual vacancy in the Management Committee but, if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number prescribed as a quorum or for summoning a general meeting of the Club, but for no other purpose.

Provided however, that in the event of a vacancy occurring in the office of Chairman between Annual General Meetings, the office shall only be filled by members of the Club present and entitled to vote at a Special General Meeting called for that purpose within one month of the vacancy occurring.

29. FUNCTIONS OF THE MANAGEMENT COMMITTEE

Except as otherwise provided by this Constitution and the resolution of members of the Club carried at any General Meeting, the Management Committee:

- (a) shall have general control and management of the administration of the affairs, property and funds of the Club.

- (b) shall have authority to interpret the meaning of these rules and any matter relating to the Club on which these Rules are silent, and
- (c) Exercise all the powers of the Club unless as otherwise provided in this constitution or by-laws and including: -
 - (1) To control its membership, membership yearly subscription, finances, meetings, program and the use of greens;
 - (2) To transact and authorise expenditure, provided that Management Committee is not empowered to authorise any single item of expenditure in excess of \$100,000.00 without prior approval of a General Meeting of the Club.
 - (3) To appoint committees;
 - (4) To call General Meetings of members;
 - (5) To arrange meetings of the Management Committee.
 - (6) To charge fees.
 - (7) To make or vary By-Laws from time to time but not inconsistent with this Constitution.
 - (8) To appoint assistants to members of the Management Committee, such assistants not being able to exercise any power unless they have otherwise been elected on to the Management Committee by the Club, and
 - (9) To otherwise act in the interest of members.
 - (10) To attend to matters of minor importance where in the opinion of the management committee it is desirable to consult the wishes of members by conducting a ballot in the club without calling a General meeting. Notice that such ballot is in progress shall be published in the local newspapers and posted on the club notice board and announced to members on playing days.
The matters to be voted upon shall be displayed in the form of a straightforward question admitting only a yes/no answer.
It shall be the duty of the Secretary to organise and conduct such ballot/s in the manner directed by the Management Committee.

30. EXECUTIVE COMMITTEE

The Executive Committee of the Club shall consist of the Chairman, Deputy Chairman, Treasurer, Club Secretary and one other person from the Management Committee: three (3) members thereof to constitute a quorum.

The Executive Committee shall transact any urgent business of the Club that may arise between Management Committee meetings and submit a report of any such business transacted by it to the next

meeting of the Management Committee provided always that the Executive Committee shall not incur expenditure in excess of \$5,000.00 between meetings of the Management Committee nor deal with the property of the Club. All business transacted by the Executive Committee shall be ratified and approved by the Management Committee at the next Management Committee Meeting.

31. MEETINGS OF THE MANAGEMENT COMMITTEE

The Management Committee shall meet at least once every calendar month to exercise its functions of which at least seven (7) days' notice shall be given.

A Special Meeting of the Management Committee shall be convened by the Secretary on the decision of the Chairman or on the requisition in writing, signed by not less than one-third of the members of the Management Committee, such requisition to clearly state the reasons why the special meeting is being convened, and the nature of the business to be transacted thereat.

At every meeting of the Management Committee, a quorum shall be not less than a simple majority of a number equal to the number of members elected to the Management Committee as at the close of the last Annual General Meeting of members.

The Management Committee may meet together and regulate its proceedings as it thinks fit provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the status quo shall be maintained provided that if he/she wishes the Chairman may make a casting or second vote.

A member of the Management Committee shall not vote in respect to any contract or proposed contract with the Club in which such member is interested or any matter arising thereout, and if the member votes, the vote shall not be counted.

Not less than one (1) days' notice shall be given by the Secretary to members of the Management Committee of any Special Meeting of Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

The Chairman shall preside, or if there is no Chairman, or the Chairman is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act, the Deputy Chairman shall preside, or if the Deputy Chairman is not present, or is unwilling to act, then the members present shall elect one of their number to be Chairman of the meeting.

If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other

case, it shall stand adjourned to the same day in the next week at the same time and place as the Management Committee may determine and if at the adjourned meeting, a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

Any member of the Management Committee who is absent from regularly notified meetings of the Committee on three (3) consecutive occasions without the consent of the Committee shall be deemed to have vacated the office.

32. COMMITTEES OF THE MANAGEMENT COMMITTEE

The Management Committee may delegate any of its activities to a committee consisting of such members of the Club as the Management Committee thinks fit. Any committee so formed shall, in the fulfilment of the activities so delegated, conform to any regulations that may be imposed on it by the Management Committee. The Management Committee may appoint the Chairman of any committee.

If no Chairman is appointed by the Management Committee, a committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen (15) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.

A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the status quo shall be maintained providing that if he/she wishes the Chairman may make a casting or second vote.

33. VALIDITY OF ACTIONS

All acts done by any meeting of the Management Committee, or of a committee, or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee, or person acting as aforesaid, or that the members of the Management Committee, or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

34. INDEMNITY OF MEMBERS

In the event of any proceedings being taken against a member or members of the Club in respect of any matter, or thing done by

them in the proper performance of their duties, or by the direction, or with the authority of the Club, the Club shall indemnify such member, or members, of the Club so proceeded against in respect of their costs of such proceedings, and in respect of all costs and damages and other sums which they may be compelled to pay in the course or as a result of such proceedings.

35. RESOLUTIONS IN WRITING

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

36. SECRETARY TO KEEP MINUTES

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions, and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting, or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Annual General Meeting.

37. FINANCE

(a) Financial Year

The financial year of the Club shall end on 30th June each year.

(b) Full Members Fees.

Full Members' Fees shall comprise Full Members' subscriptions plus Bowls Associations' Capitation fees and are payable by all Full Members.

(c) Membership Subscriptions-Full Members

This membership subscription shall be payable annually by each full member and in full. The subscription shall be

deemed to be due and payable on or before 31st December and shall apply for the following year. If a member fails to pay the subscription when due, the member shall be deemed to be unfinancial. The subscription, as fixed, shall be paid by new members joining the Club in that Calendar year.*

(d) Nomination Fees (For Club Championships)

The Management Committee shall have power to charge nomination fees for Club Championships under its control, such fees being subject to variation as determined by the Management Committee.

(e) Unfinancial Members

Any member who becomes unfinancial shall forthwith be deprived of all privileges of membership of the Club, including:

- (1) The right to hold office.
- (2) The right to speak or vote at any meetings of the Management Committee or at any general meeting of the Club.
- (3) The right to nominate any person for office or be nominated for office in the Club and
- (4) The right to enter for and play in Club matches or social play.
- (5) The right to enter Club property.

All privileges shall be restored to a previously unfinancial member upon the payment of all subscriptions and monies due to the Club providing such member's name has not been removed from the list of members in accordance with Rule 12(a).

(f) Leave of Absence

All applications for leave of absence shall be in writing and shall be considered by the Management Committee. When leave of absence is granted, the members seeking such leave shall be exempted from the payment of the subscription for the period granted but shall pay such sum, if any, as determined by the Management Committee from time to time. Members on leave shall not vote, nor take part in any meeting of the Club.

38. HANDLING OF FUNDS

All funds of the Club shall be deposited in the name of the Club in such Bank, Permanent Building Society or any other financial institution as the Management Committee may from time to time direct, PROVIDED HOWEVER any financial institution referred to herein shall be one whose borrowings are guaranteed by the Government of the Commonwealth of Australia, or the Government of the State of Queensland.

The funds of the Club shall be handled as follows:-

(a) Books of Account

Proper books and accounts shall be kept and maintained either in electronic, written or printed form in the English language showing correctly the financial affairs of the Club, and particulars usually shown in books of a like nature. All monies shall be banked as soon as practicable after receipt thereof.

(b) Payment of Accounts

All amounts of ONE HUNDRED DOLLARS (\$100.00) or over shall be paid by cheque, signed by any two (2) members of the Management Committee or by means of card or electronic transfer via the Club's account with any financial institution. Any payment made in this way shall be authorised beforehand by any two (2) of the Club's cheque signatories. At the discretion of the Management Committee, the Secretary Manager (if one is appointed) or the Operations Manager (if one is appointed) may be approved as an authorised signatory, to sign cheques conjointly with any one (1) of the members of the Management Committee, by specific motion approved by a majority of the Management Committee. Cheques shall be crossed "not negotiable" except, those relating to reimbursements for the club's own purposes. The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

(c) Preparation of Reports

A detailed financial report shall be presented to each regular monthly Management Committee meeting forming part of those minutes.

As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared for presentation to the Club, and for incorporation into the accounts of the Club, a statement containing particulars of the income and expenditure for the financial year just ended. All such statements shall be examined by the auditor, who shall present a report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which the audit was made.

(d) Application of Club Funds and Property

The income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid, or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to or amongst the members of the Club, provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in

respect of monies advanced by the member to the Club, or otherwise owing by the Club to the member or of remuneration to any officers or servants of the Club or other person in return for any services actually rendered to the Club, provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club, or reasonable and proper rent for premises demised or let to the Club.

(e) Members Enjoy Equal Benefits

No member (other than Life and Privileged Members' exemption from Members' Fees) shall be entitled to any financial benefit or advantage from the Club which is not shared equally by every member thereof, provided however, that honoraria may be paid to members in appreciation of services, provided the same has been recommended by Management Committee, and approved by resolution of the Club at the Annual General Meeting.

(f) Officers or Employees of the Club

No officer or employee of the Club shall receive any monies by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Club or the receipts of the Club for such liquor.

39. DOCUMENTS

The Management Committee shall provide for the safe custody of books, documents, instrument of title and securities of the Club.

40. VISITORS

Members shall have the privilege of introducing a friend or friends to their Club. No visitor shall be supplied with refreshments unless on the invitation and in the company of a member or members who shall be responsible for ensuring the visitor's name and address are entered in the visitors' book.

All visitors who are members of any Club affiliated with Bowls Australia or with any Controlling Body affiliated with World Bowls Board or any International Women's Bowling Board and who are not under any notice or order of suspension or expulsion shall be accorded privileges in accordance with the relevant provision of the Liquor Act. Such visitors may also be accorded the privileges of members of the Club but shall not take part in any meeting of the Club or vote thereat.

All visitors shall whilst on the Club premises be subject to the control of the Club. The Club reserves the right to refuse and or terminate admission to the Club premises of any visitor without

assigning any reason for such refusal, and to regulate the attendance of visitors at the Club for any such periods it deems advisable. The Club rights and powers, under this Rule may be exercised by the Senior Officer present at the time. If a visitor refuses a lawful request to leave the premises, such person immediately becomes a trespasser and may be dealt with according to law.

41. RECIPROCAL VISITING RIGHTS

The Management Committee may from time to time enter into an agreement with other clubs to have reciprocal visiting rights.

42. BOWLS MANAGEMENT

(a) For the purpose of management of the Game of Bowls within the Club, the Club shall elect members to form the Bowls Section. The duly elected members shall be responsible for the control of all games and competitions.

(b) Affiliation of the bowls sections with the relevant Bowls Associations (Bowls Queensland or DBA) shall be the responsibility of the Bowls Section.

(c) Affiliation shall be renewed with the relevant bowls Associations in accordance with the Articles of Association or Rules of the respective bowls Associations.

(d) Capitation fees to the respective Bowls Associations shall be based on the membership. They will be paid to the Associations in aggregate by the Club and recovered from the members in accordance with Rule 38.

(e) At a meeting to be convened by the Bowls Section, to follow immediately after the Annual General Meeting of the Club, the members shall elect the Office Bearers.

Such election shall be in general principle in accordance with the procedure set out in Rule 27 of the Club Constitution.

(f) In the event of a vacancy occurring in any position (other than President) it shall be filled by the Committee of the relevant bowls section in general accordance with the procedure set out in Rule 28(c) of this constitution.

A vacancy occurring in the position of President shall be filled by the respective Vice President.

(g) Delegates to the respective Bowls Associations shall be appointed in accordance with the rules of the respective bowls Sections and Associations.

(h) The Secretary the bowls section shall be responsible for correspondence and communication with the relevant bowls Associations and other Clubs or organisations in relation to bowling matters only.

- (i) Any Office Bearer referred to in Rule 42(e) may resign from such position at any time by giving notice in writing to the Secretary of the bowls section and such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect at that later date.
- (j) Any such Office Bearer may be removed from office by a three quarters majority of members of the bowls section present and entitled to vote. The member affected shall have due notice of such meeting and shall be afforded reasonable facilities for making representations to the meeting as thought fit but shall not be represented by a Solicitor, Barrister or other agent. There shall be no further right of appeal.
- (k) The membership shall consist of Full Members, Life Members, Privileged Members, Junior Members Temporary Members and Associate Members but only Full, Privileged and Life Members may stand for election as Office Bearers or vote at any meetings of the section.
It shall be responsible for the control of games through its elected Games Controller and whatever other bowling matters the Management Committee may direct.

43. EMPLOYEES OF THE CLUB

No member shall personally reprimand any employee of the Club but shall if they have a complaint to make against any such employee, lodge it in writing to the Secretary. In the case of a complaint against the Secretary, the complaint in writing may only be lodged with the Chairman of the Management Committee. Similarly no member shall give any instruction to any Club employee unless through Chairman.

BY-LAWS - TEWANTIN-NOOSA BOWLS CLUB INC.

I N D E X

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	Returning Officer
2.	Election and Ballot Procedures
3.	Duties of Management Committee Members (a) Chairman of the Management Committee (b) Deputy Chairman (c) Treasurer (d) Bowls Director (e) Property/House Director (f) Public Relations and Promotions Officer (g) Membership Director
4.	(i) Secretary (ii) Secretary Manager (if appointed) (iii) Operations Manager (if appointed)
5.	Vacant
6.	Internal Auditor
7.	Sub-Committees and their functions
8.	Attire
9.	Alterations to By-Laws
10.	Notice Board
11.	Club Colours Club Flag Club Logo
12.	(a) Life Membership Qualification (b) Life Membership Classification – Playing – Non playing.
13	Notices of Motion

1. RETURNING OFFICER

- (a) Before each meeting, the Management Committee shall appoint a Returning Officer whose duties shall be to control the issuing of ballot papers and subsequent collection and counting of same.
- (b) The Returning Officer shall liaise with the Secretary regarding the preparation of ballot boxes. He shall ensure that only those entitled to vote are issued with the necessary ballot papers and that the ballot boxes are correctly located for the lodgement of same.
- (c) The Returning Officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. Neither the Returning Officer or any scrutineer shall be a candidate in such ballot.
- (d) The Returning Officer shall advise the Chairman of the meeting the result of the scrutineers' count and the Chairman shall announce the result to the meeting.
- (e) The ballot material shall not be destroyed but shall be retained in the Club safe and be used for reference for any placement should a vacancy occur on the Management Committee.

2. ELECTION AND BALLOT PROCEDURES

- (a) Nominations for Office Bearers shall be made in accordance with the Constitution.
- (b) Voting shall be by secret ballot. Every Full financial, Privileged and Life Member present at the meeting shall be supplied with ballot papers.
- (c) The method of voting shall be to delete the name or names of the candidate or candidates not required by the voter.
- (d) The results of each ballot shall be determined on "First past the post" principle. If there be an equal number of votes for two or more candidates for the last remaining position in a ballot, a further ballot shall be conducted between the two candidates who tied.
- (e) If insufficient nominations are received for the positions of elected Management Committee members, the candidates so nominated shall be declared elected and the meeting shall proceed to fill any remaining vacancies, and if necessary, conduct a ballot but with nominations from the floor of the meeting.
- (f) Ballot papers may be issued to those entitled to vote not more than thirty (30) minutes prior to the meeting being opened. The votes shall not be collected by the Returning Officer until the Chairman of the meeting announces the closing of the

ballots. All votes will be deemed to have been made after the opening of the meeting and the closure of the ballot. Before closing the ballot, the Chairman of the meeting shall introduce to the meeting any candidate for election who is not well known to the members, if such candidate be present at the meeting.

- (g) In the case of a ballot being necessary to resolve a matter other than election, members shall indicate their choice on ballot papers in a manner specified by the Chairman of the meeting.

3. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

- (a) Chairman of the Management Committee

The Chairman of the Management Committee shall be responsible subject to the directions of the Management Committee and General meetings of members for the overall administration of the Club. The Chairman shall preside at all meetings and functions of the Club. The Chairman shall attend to the carrying out of the decisions of the Club or Management Committee and generally see that the members are properly accommodated and the Constitution of the Club is fully adhered to by all members.

- (b) Deputy Chairman

The Deputy Chairman shall assist the Chairman to ensure that all duties allotted by the Management Committee are properly carried out. In the absence of the Chairman, the Deputy Chairman will carry out the duties normally performed by the Chairman.

- (c) Treasurer

The Treasurer shall ensure the club keep a record of the receipts and expenditure and keep correct accounts and books showing the financial affairs of the club and the particulars usually shown in the books of account of a like nature; report the financial position of the Club at each monthly meeting of the Management Committee.

The Treasurer shall prepare, or arrange for preparation, a detailed monthly budget for the ensuing financial year, and after review with the Operations Manager of the club, shall present the budget to a specially convened meeting of the Committee if Management prior to 30th June annually.

The Treasurer shall also submit to the Annual General Meeting a statement of accounts for the preceding year, said accounts to be audited by a person approved by the Chief Executive of the department administering the Association Incorporation Act 1981 as amended. Should the Treasurer be absent or ill, or neglect or refuse to do anything required by these By-

Laws, The Management Committee shall have the power to invite and appoint any other financial member of the Club to act in that capacity.

(d) Bowls Director

Apart from any other responsibilities which may be allocated by the Chairman, the Bowls Director shall be responsible for liaison between the Bowls Section and the Management Committee

The Bowls Director shall attend all meetings of the Bowls Section and for ensuring that all arrangements including budgets and catering for bowls carnivals run by the Bowls Section meet the requirements of the Management Committee. A full report shall be tabled at the next appropriate Management Committee meeting detailing financial and other relevant results of such event

The Bowls Director will liaise with the Public Relations and Promotions Officer in respect to Sponsorships, promotion Of bowls, and any other related bowls matter

(e) Property/House Director

Subject to this constitution, the Property/House Director shall be responsible for the overall control, maintenance, repair, refurbishment and replacement of all the Club's property, furniture, fittings and equipment so as to ensure that the Club's assets are kept in good and safe condition.

While the greens shall be under the full control of the Management Committee, it may delegate its authority to the Property/House Director

Where such authority is delegated, the Property/House Director

will liaise with the greenkeeper as to the maintenance of a good playing surface. The Property/House Director's decision shall be final regarding the question as to whether the green or greens are in a fit state for use or not. In the absence of the Property/House Director, the Games Director or a member of the Management Committee present shall be responsible for making a decision regarding the suitability of the green or greens for play.

The Property/House Director shall, subject to the concurrence of the Management Committee Chairman, have power to order the necessary material and procure extra assistance if required for maintaining the greens in good playing order. The Property/House Director shall present a written report regarding the greens to each monthly meeting of the

Management Committee

- (f) Public Relations and Promotions Officer
The Public Relations and Promotions Officer will in conjunction with the Secretary Manager and the relevant bowls sections, endeavour to promote both social and bowls activities which will encourage visits to and patronage of the Club. He/She will, assist the Secretary Manager to obtain sponsorship and/or advertising on club premises.
The Public Relations and Promotions Officer shall be responsible for ensuring that all matters of interest are reported and publicised to the best advantage.
The Secretaries of the bowls sections shall liaise with the Public Relations and Promotions Officer and submit all matters to be published weekly.
- (f) Membership Director
.Apart from other responsibilities which may be allocated by the Chairman, The Membership Director shall have responsibility for Applications for new membership and promotion of the game of Lawn Bowls. The Membership Director shall present a detailed plan for ongoing recruitment of new members to the game of Lawn Bowls to the Management Committee, and should also be involved in promoting social membership.
4. Secretary
The Secretary if appointed, shall keep all such books and records as may from time to time be required by the appropriate Act and furnish all necessary returns or information to the Licensing Commission and the Department of Consumer Affairs.
The Secretary shall keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club and keep a list of members and their addresses.
The Secretary shall receive all correspondence and reply thereto as the Board may direct. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report.
The Secretary shall be responsible for the letting of the Club function room(s). Should the Secretary be absent or ill, or neglect or refuse to do anything required by the By-Laws, the Management Committee shall have power to invite and appoint any other member of the Club to act in that capacity.

If a vacancy occurs in the office of Secretary, the Management Committee will appoint a person to the position of Secretary within one month after the vacancy occurs.

(ii) Secretary Manager

Subject to this constitution and by-laws where a Secretary manager has been appointed he or she will provide efficient management of all operations of the club. The duties and responsibilities of the club and the Secretary Manager shall be set out under seal in a separate contract of employment which shall conform in all respects with the constitution and by-laws of the club and the laws of the State of Queensland. A copy of this contract shall be available for inspection with appropriate notice to the Secretary Manager or the Chairman by any Full, Privileged or Life Member of the club.

(iii) Operations Manager

Subject to this constitution and by By-Laws where a Secretary Manager has not been appointed, an Operations Manager may be appointed. He or she will provide efficient management of the trading activities of the Club. The duties and responsibilities shall be set out under seal in a separate contract of employment which shall conform in all respects with the Constitution and By-Laws of the Club and the laws of the State of Queensland. A copy of this contract shall be available for inspection with appropriate notice to the Secretary or the Chairman by any Full, Privileged or Life Member of the Club.

5. Vacant

6. Internal Auditor

At the Annual General Meeting or if a vacancy exists, at any General meeting of the Club and provided a suitable candidate is available, any Full, Privileged or Life Member shall be elected to the position of Internal Auditor.

The Internal Auditor will provide advice and comment to the Board of Management and/or Secretary Manager on commercial and administrative matters in order to improve the efficiency of operations and minimise exposure to commercial risk and liability. He/She will provide monthly progress reports to the Board of Management detailing action taken and/or projects to be initiated. He/She will report to the club where appropriate.

7. SUB-COMMITTEE AND THEIR FUNCTIONS

The Chairman of the Management Committee shall be an ex-officio member of all sub-committees.

The Management Committee may appoint sub-committees for any purpose whatsoever. The Chairman of each sub-committee shall present a written report to each monthly meeting of the Management Committee.

All sub-committees shall meet regularly to deal with matters within the scope of that sub-committee's designated functions.

A sub-committee may meet and adjourn as it thinks proper.

Questions arising at any meeting shall be determined by a majority vote of the members present, and in the case of equality of votes, the status quo shall be maintained.

The Chairman of each sub-committee shall advise the Management Committee's Chairman of the date and time of any proposed meeting. The Management Committee Chairman shall be advised of any suggestions or decision reached by the sub-committee.

All decisions or suggestions shall be submitted to the Management Committee as recommendations for approval unless the Management Committee has granted prior permission to act.

8. ATTIRE

The Management Committee shall set out a good standard of dress as the minimum requirement in relation to members and visitors within the confines of the Club. Such requirements will be displayed in a prominent position within the Club's premises.

9. ALTERATIONS TO BY-LAWS

Adoption of alterations and/or additions to these By-Laws shall be made only by resolution of the Management Committee after written notice of the motion for the resolution has been given to the Management Committee not less than one (1) month prior to the meeting at which the motion shall be submitted. Such Notice of Motion shall be displayed on the Club's Notice Board not less than fourteen (14) days prior to the Management Committee meeting. The meeting may amend such motion and pass it in its amended form, it shall be effective forthwith and shall be forwarded to the Bowls Queensland or relevant State Authority for information only.

10. A Notice Board, upon which all notices shall be posted, shall be placed in a conspicuous position in the club house.

11. (i) THE CLUB COLOURS

The Club colours shall be as the Management Committee determines.

(ii) THE CLUB FLAG

The Club flag shall be as of November 1994.

This flag shall be used by both bowls sections on all playing days.

(iii) THE CLUB LOGO

The Club logo shall be as of November 1994.

The logo shall form the Club Badge and shall be depicted on such documents as the Management Committee may determine from time to time.

12. Life Membership

(a) Qualification for Life Membership

(i) The Nominee must be a full Member of Tewantin Noosa Bowls Club Inc.

(ii) The Nominee must have been a member for at least 15 years

Continuous service

(iii) The Nominee must have performed outstanding service for The Club

(iv) The Management Committee may, at its discretion, recommend suitable Nominees, and its decision is final

(b) Classification of Life Members

(i) The Management Committee may classify Life Members as Playing or Non-Playing

(ii) The Management Committee may reinstate a Life Member to the Playing Category in appropriate circumstances

13. Notices of Motion

(i) Notices of Motion

Notices of motion must be signed by both mover and seconder . Should either mover or seconder be absent from the meeting at which the motion is to be considered, the motion shall be deemed to have lapsed.

(ii) Amendments to a Motion

All amendments must be handed to the chairman in writing prior to the mover speaking thereon.

(III) Order of Speakers

After any motion has been duly Moved and Seconded and the mover and seconder have been heard, speakers shall only be heard alternately against and for the motion. Failing any person rising for the other side, and then following the person rising for the other side, and then following the right of reply , the motion shall be put.

(IV) Negative Amendments

No amendment shall be received which is a direct negative of the motion, or which does not preserve the substance of such motion.

(V) Speakers may speak once

No person shall speak more than once during debate on a motion unless given leave to correct any misunderstanding in his speech.

(VI) Right of Reply

The mover of the original motion shall have the right of reply.